

The County of Placer, California is seeking  
a highly skilled professional  
for the position of

# **Assistant Client Services Program Director**

**Health and Human  
Services Department  
Human Services Division**

**Unclassified Management**

*Annual salary:*  
**\$89,523 - \$108,805**

*A general wage increase  
of 5% is anticipated for  
November 8, 2008.*

*Estimated total  
annual compensation:*  
**\$132,493 - \$157,333**

*Compensation package  
at appointment based on  
qualifications and experience*

*The county's CalPERS retirement  
formula is 2.5% at 55 with the  
county paying 7% of the employee's  
8% contribution.*

***This recruitment will be open  
until filled.***

*Applications screened every 30 days.*





## County Government

The County employs nearly approximately 2,500 employees and has an annual budget of approximately \$800 million. A five member Board of Supervisors elected by district for four-year, overlapping terms governs the County. The County is fiscally sound and strong and has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The opportunity for personal and career growth is unparalleled. Placer County offers reimbursement of relocation and travel expenses to applicants upon approval by the County Executive Office.

## One Of The Fastest Growing Counties In The State

Placer County is a delightful place to live and work. Placer County's climate, geography, and historical richness contribute to its high quality of life. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno.

The growth rate of Placer County continues to exceed that of California, the Bay Area and the greater Sacramento Area. In January 2007, Placer County had an estimated population of over 324,495 with an unincorporated population of 107,389. The incorporated cities include Roseville (106,266), Rocklin (51,951), Auburn (13,112), Lincoln (37,410), Loomis (6,529) and Colfax (1,838). The County's fast growing economy and diverse geography encompass North Lake Tahoe, where leisure and hospitality are the primary economic activity. South Placer, bordering the Sacramento metropolitan area, continues to enjoy economic growth in the areas of financial activities; educational and health services; leisure and hospitality; and trade, transportation, and utilities. Currently, the largest private employers are technology manufacturing, healthcare, and recreation. Companies that recently relocated to Placer represent a mix of manufacturing, high technology, retail, and business services companies. By 2016, Placer County projects the highest growth will be in the Professional and Business Services and Agriculture sectors. The rapidly growing area of western Placer County, including the cities of Roseville, Rocklin and Lincoln, offers a variety of housing options and suburban amenities including expansive shopping, multi-use sports complexes and various social and cultural activities. One of Placer County's most important resources is its education system which includes a variety of public and private primary, secondary, and higher education institutions. Undergraduate and graduate programs are available from a variety of institutions throughout the area, including: community colleges, universities, technical schools and vocational training programs.

## Recreational Activities

Recreational opportunities abound in Placer County. There are water sports of all types on crystal lakes, which dot the county's landscape. Whitewater recreation is very popular on both the North and Middle forks of the American River. Game fishing ranging from trout to bass is available. Equestrian and mountain bike trails meander for hundreds of miles across the county, and backpacking is a popular activity in the Tahoe National Forest Wildlife Areas and the Auburn State Recreational Area. Placer County is home to seven ski resorts, including the world-renowned Squaw Valley. Tee off at one of several championship golf courses in the area, or visit museums and historical locations that showcase Placer County's rich gold rush heritage. Attend annual festivities such as the Auburn Black and White Ball, the Loomis Eggplant Festival, or the Newcastle Mandarin Festival.

You can live in a suburban community, a small town, a farm setting, or the urbanized valley, and be only a short drive to work. Placer County headquarters in Auburn is just 35 miles from Sacramento and 100 miles from San Francisco and Reno. From east to west, Placer County offers peace and quiet, along with open space, to enjoy your leisure time to the fullest. This distinctive area brings you closer to nature, surrounds you with history, and gives you the opportunity to explore the lifestyle of country living with big city convenience.

## The Position

The Assistant Client Services Program Director, Human Services, is an unclassified management position within the management team of one of the most progressive county-operated Health and Human Services Departments in the State of California. The Assistant Director reports directly to and supports the Client Services Program Director (Director of Human Services) by planning, integrating, organizing, and directing the day-to-day operations of the Human Services division comprised of 176 positions and an annual operating budget of approximately \$25.6 million. In addition, this key management position recommends priorities for division resources, serves as a lead member of the division's management team, and, in the absence of the Director of Human Services, assumes full responsibility of the division and functions as the acting Director.

The Assistant Client Services Program Director serves as the assistant division head, performs administrative and management tasks for the director, and exercises direct supervision over management, supervisor, professional, technical, and clerical personnel. The Assistant Director must be a strong communicator and be responsive to the needs of the public, Board of Supervisors, County Executive Officer, and other internal and external stakeholders. Strong interpersonal skills and a high level of energy and creativity will distinguish the superior candidate from the field of applicants. An ability to make sound decisions under pressure in a highly visible environment is essential to fulfilling the primary responsibilities and duties, which include:

- Assisting with developing goals, objectives, policies, and procedures for a variety of integrated services including CalWORKS Eligibility, Food Stamps, Medi-Cal, General Relief, Medical Care Services Program (MCSP) eligibility, Welfare to Work, Section 8 Voucher and Housing Choice Voucher programs;
- Assist the Director to oversee the divisional operations and insure their compliance;
- Reviewing, evaluating, recommending, and often implementing changes in policies, programs, operations, and the utilization of resources;
- Managing, mentoring, coaching, and evaluating subordinates to implement the direction of the Director;
- Identifying emerging issues, assessing alternative strategies, action plans, and solving problems.

The ideal candidate will be a team-oriented professional who can interact effectively with a broad spectrum of internal and external audiences and demonstrate the experience necessary to forge and maintain the effective relationships that are necessary to lead the transformation of what we do today to create better tomorrows for those we serve. In addition to maintaining partnerships with the Board of Supervisors, County Executive Office, Economic Development, and the business community, this position will establish and continue relationships with federal, state, and local governments, districts, commissions, task forces, private sector and non-profit stakeholders, including, but not limited to: schools, community agencies, local businesses, faith-based organizations, criminal justice systems, United Auburn Indian Community, First 5 – Placer Children and Families Commission, and the Older Adult Advisory Commission to assure uninterrupted access to emergency and temporary assistance while focusing on healthy behavior modeling, client accountability, improved quality and access of health care, greater opportunities for finding jobs and client self-sufficiency.

## Health And Human Services Department (HHS)

By placing people first, HHS provides a unified system of quality services to safeguard the health and well being of the people in Placer County communities and realize its vision to keep all children, adults, and families healthy, at home, in school, at



work, out of trouble, self-sufficient in keeping themselves safe, and to ensure that animals are valued and cared for.

HHS is committed to revolutionizing service delivery and consistently engages the best and brightest of its management team to identify and implement service redesigns that directly benefit residents, businesses, schools, criminal justice system colleagues, and the broad array of community partners we are honored to work alongside. The successful candidate will demonstrate a commitment to service redesign that allows the department to grow state and federal funding while reducing the general fund contribution both in real dollars and as a percentage of operating costs. As a member of the department's senior management team, the Assistant Client Services Program Director of Human Services will be challenged to maintain and increase service capacity in an environment of limited revenues; to find creative ways of approaching the Human Services budget; to rethink traditional models of service delivery; and to measure accountability—ensuring that programs receiving funding are successful and strengthening the ability of community agencies to provide results.

In the last year, HHS has celebrated some significant outcomes:

- Recognized by the State Legislative Analyst's office for statewide leadership in providing cost effective services and being recommended as a model for the state to implement elsewhere;
- Awarded over \$200,000 in grant funds to partner with the University of California to measure the specific health impacts of air pollution and the health improvements that are achievable by reducing air pollution, enhancing health, and protecting the environment through effective biomass management practices;
- Strategically used Mental Health Services Act dollars to respond to community input and address gaps in the service continuum by continuing to lead the State in community planning and implementation of new mental health services, including an array of critical services for children, transition-age youth, adults and older adults who have severe and disabling mental illness;
- Arranged for mental health, substance abuse treatment, education, housing, and employment services for individuals in the criminal justice system, reducing recidivism and future demands on the criminal justice system and saving Placer County the equivalent of \$2 million in unused jail bed days;
- Transitioned over 400 families from public assistance to employment and self-sufficiency;
- Assisted approximately 1,500 of the County's most needy families with emergency and temporary assistance in the form of food, clothing, and shelter;
- Assisted approximately 10,000 of the County's most needy families with urgency medical care needs while assisting them in finding employment and achieving self-sufficiency;
- Became one of the first counties in the State to successfully implement the new Federal Deficit Reduction Act regulations that are intended to ensure that Medi-Cal beneficiaries are citizens;
- Employed former foster youth as community advocates and, together with parent advocates, enhanced outcomes for more than 300 families;
- Provided intensive community-based services to families, preventing the need for more than 10,000 days of group home care and saving nearly \$1.5 million.

## *The Ideal Candidate*

In addition to possessing the minimum education and experience, the Assistant Client Services Program Director will be a "big-picture" person who has developed strategic planning skills in high quality environments. Candidates for the position should demonstrate experience working in organizations where delegation of authority, participative management concepts and strong customer service ethics prevail. He/she must be open to change and new ideas; be flexible, patient, and politically astute; and able to encourage and motivate a highly skilled professional staff toward achievement of collectively agreed-upon goals. The Assistant Director will be an accomplished communicator, accustomed to making presentations in front of large groups. Candidate must possess and demonstrate the ability to quickly grasp detailed information and effectively manage highly complex issues in a fast-paced environment. In addition to outstanding written communication skills, candidates must have a thorough understanding of the applicable laws and regulations related to the fiscal, administrative, program, and business management functions with regard to the delivery of social service programs and activities. The successful candidate will also demonstrate the ability and willingness to promote service and minimize bureaucracy, advocate sound business policy and practices to staff, and hold staff and partner organizations accountable for accomplishing the division's goals and objectives. It is expected that the individual selected will bring a passion for customer service and a desire to remove barriers to optimum team performance.

## **Compensation & Benefits**

**Salary:** The monthly salary range for this unclassified management position is \$7,460 to \$9,067 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step. In addition, the County offers an attractive benefits package including:

**Cafeteria Plans:** The County provides management and confidential employees a cafeteria plan in the amount of \$2,100 per calendar year to be utilized in the following ways: premium conversion, medical and dependent care flexible spending accounts, 401(k) contributions, cash, or vacation buy-sell program.

**Annual Leave:** The County provides management employees 72 hours of management leave to be used as time off or cash as well as a competitive vacation and sick leave package and thirteen (13) paid holidays per year. Additional hours of management leave are available based on annual salary using an established formula and range from 120 to 127 hours (estimated cash value \$5,179 to \$6,618).

**Health Insurance:** Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents.

**Dental and Vision Insurance:** Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is also available. Dental coverage for the employee continues in retirement.

**Life Insurance:** A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

**Retirement Plans:** Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). The County's CalPERS Retirement formula is 2.5% at 55 Local Miscellaneous with the County paying 7.0% of the employee's 8.0% contribution. The County reports the value of the contribution to CalPERS as special compensation (EPMC). Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.

**Employer Match 401K Health Reimbursement Account:** The County provides management employees an employer match 401k plan/health reimbursement account. The County will match one dollar for every four dollars in employee contributions made to a 401k account, up to a maximum employer contribution of \$750 per employee, per calendar year. The employer match will be paid into either the employee's 401k account or into the employee's health reimbursement account (HRA).



# Estimated Total Compensation

Benefits, plans and rates are subject to change

Estimated Total Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity
Annual Salary	\$89,523	\$93,995	\$98,717	\$103,626	\$108,805	\$114,245
Cafeteria Plan	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100
Management Leave Cash Out	\$5,180	\$5,513	\$5,866	\$6,232	\$6,619	\$7,024
<i>Total Estimated Cash Compensation</i>	\$96,803	\$101,609	\$106,683	\$111,958	\$117,523	\$123,369
<b>Estimated County Paid Benefits</b>						
Blue Shield HMO - Family <i>Choice of 3 HMO and 2 PPO plans</i>	\$15,008	\$15,008	\$15,008	\$15,008	\$15,008	\$15,008
Delta Dental	\$504	\$504	\$504	\$504	\$504	\$504
VSP Vision	\$110	\$110	\$110	\$110	\$110	\$110
Management Life Insurance \$50,000 policy	\$186	\$186	\$186	\$186	\$186	\$186
Employer Match 401K/Health Reimbursement Account <i>(\$1 match for every \$4 in employee contributions - Max contribution of \$750 per calendar year)</i>	\$750	\$750	\$750	\$750	\$750	\$750
PERS Retirement Contribution <i>(does not include additional EPMC)</i>	\$19,131	\$20,087	\$21,096	\$22,145	\$23,252	\$24,414
<i>Total Estimated County Paid Benefits</i>	\$35,690	\$36,645	\$37,654	\$38,703	\$39,810	\$40,973
<b>TOTAL ESTIMATED COMPENSATION</b>	<b>\$132,493</b>	<b>\$138,254</b>	<b>\$144,337</b>	<b>\$150,661</b>	<b>\$157,333</b>	<b>\$164,341</b>

*The Minimum Requirements For This Position Are: Experience:* Five years of increasingly responsible experience in a human or social service agency, including at least three years of administrative and management responsibility.

*Training:* Equivalent to a bachelor's degree from an accredited college or university with major course work in business, public administration, public health, health science, sociology, psychology, counseling, behavioral sciences or a related field.

## Desirable Characteristics:

- A strategic thinker; innovative and creative
- Enthusiastic, positive and outgoing
- Belief in people and teamwork; involves employee ideas in program planning
- Confident, tactful and diplomatic
- A commitment to continuous improvement
- High ethical standards and integrity
- Honest; discreet related to sensitive matters

A complete job description is available on our website at:

<http://www.placer.ca.gov/personnel/job-descriptions.htm>  
or upon request by calling (530) 886-4615.

*Selection Process:* An application appraisal screening will be conducted to select a reasonable number of the best-qualified candidates who will be invited to an interview. The interviews will be used to appraise the education, experience, and personal qualifications of each best-qualified applicant.

## PERSONNEL DEPARTMENT

145 Fulweiler Avenue, Suite 200 • Auburn CA 95603

Executive Recruitment: (530) 886-4615

Main Telephone: (530) 889-4060

[execjobs@placer.ca.gov](mailto:execjobs@placer.ca.gov) • [www.placer.ca.gov/personnel](http://www.placer.ca.gov/personnel)

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer. All hiring and employment decisions will be made without regard to sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), or marital status. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

## Relocation Expense Reimbursement:

In certain instances, and upon approval by the County Executive Officer, up to 50% (or \$3,000 maximum) of direct relocation expenses may be reimbursed to new employees who relocate from other areas.

## Travel Reimbursement:

Candidates residing outside the area who are offered an oral interview may be eligible, with prior approval, for travel reimbursement for expenses incurred when traveling to and from the interview.

## Vacation Cash Out:

The County allows management and confidential employees to cash out up to one-half of their annual vacation accrual each year.

## The Application Process

Application materials can be obtained on the County's website at [www.placer.ca.gov/personnel](http://www.placer.ca.gov/personnel) or by calling the executive job line at (530) 886-4615 or by sending an e-mail to [execjobs@placer.ca.gov](mailto:execjobs@placer.ca.gov).

To be considered for this excellent career opportunity, please submit a completed application for employment and responses to the supplemental questions to the Placer County Personnel Department as soon as possible. To be included in the first screening, please submit your application materials by December 1, 2008.

Submit your application materials to:

**Placer County  
Personnel Department**

**145 Fulweiler Avenue, Suite 200  
Auburn, CA 95603**

Appointment to this position will be contingent upon successful completion of a post-offer pre-employment physical examination and background investigation, including fingerprint clearance.